

December 4, 2023: Village Board meeting
Minutes of Regular Meeting Sodus Point Village Board

Mayor McDowell called the regular meeting to order at 6:30 PM and led the Pledge of Allegiance.
 Present: Mayor McDowell, Deputy Mayor Kallusch, Trustee Verbridge, Trustee Bristol and Trustee Madison

Public Present: 2pp
 Zoom attendance 8pp

MOTION by Trustee Verbridge and seconded by Trustee Kallusch to approve the following resolution
2023-12a

Designation of Certifying Officer and Environmental Responsibility Certification

WHEREAS, the Village of Sodus Point has been awarded a Community Development Block Grant Program Community Planning Grant in the amount of \$50,000 for a comprehensive water system study; and
WHEREAS, no work on the study can begin until the approval of all required environmental review record materials; and

WHEREAS, the Village must designate a Certifying Officer who is responsible for all activities associated with the environmental review process to be completed in conjunction with NYS CDBG project number 1085CP119-23; now therefore be it

RESOLVED, that David McDowell, Mayor, is designated as the Certifying Officer responsible for the environmental review process in conjunction with NYS CDBG project number 1085CP119-23.

Motion carried all voting aye.

MOTION by Trustee Bristol seconded by Trustee Madison approving the attached list of Mayoral appointments

Motion carried all voting aye.

Village of Sodus Point Position	Term	Appointed	Expires	Name
Mayor	4yr.	2021	2025	David McDowell
Trustee	4yr.	2021	2025	Ira Bristol
Trustee	4yr.	2021	2025	Laurie Verbridge
Trustee	4yr.	2023	2027	William Kallusch
Trustee	1yr	2023	2024	Kathy Madison
Budget & Finance Officer	1 yr.	12/4/2023	12/2/2024	David McDowell
Chief Executive Officer	4 yr.	12/6/2021	12/1/2025	David McDowell
Village Hall & Personnel Comm.	1 yr.	12/4/2023	12/2/2024	David McDowell
Public Relations Commissioner	1 yr.	12/4/2023	12/2/2024	David McDowell
Union Negotiator	1 yr.	12/4/2023	12/2/2024	David McDowell
Code Enforcement Commissioner	1 yr.	12/4/2023	12/2/2024	David McDowell
Docks & Moorings Commissioner	1 yr.	12/4/2023	12/2/2024	David McDowell
Water Department Commissioner	1 yr.	12/4/2023	12/2/2024	David McDowell
Highway Department Commissioner	1 yr.	12/4/2023	12/2/2024	Ira Bristol
Sewer Department Commissioner	1 yr.	12/4/2023	12/2/2024	David McDowell

Deputy Mayor	1 yr.	12/4/2023	12/2/2024	William Kallusch
Insurance Commissioner	1 yr.	12/4/2023	12/2/2024	William Kallusch
Parking Enforcement Commissioner	1 yr.	12/4/2023	12/2/2024	William Kallusch
Safety Officer	1 yr.	12/4/2023	12/2/2024	William Kallusch
Fire Protection Commissioner	1 yr.	12/4/2023	12/2/2024	William Kallusch
Fire Inspection Commissioner	1 yr.	12/4/2023	12/2/2024	William Kallusch
Planning Board Commissioner	1 yr.	12/4/2023	12/2/2024	Laurie Verbridge
Waterfront Revitalization Chairman	3 yrs.	12/4/2023	12/7/2026	Laurie Verbridge
Energy Commisioner-Climate smart	1 yr.	12/4/2023	12/2/2024	Laurie Verbridge
Parks&Trails Commissioner	1 yr.	12/4/2023	12/2/2024	Laurie Verbridge
Youth & Recreation Commissioner	1 yr.	12/4/2023	12/2/2024	Kathy Madison
Public Communication Commissioner	1 yr.	12/4/2023	12/2/2024	Kathy Madison
Zoning Board of Appeals Commissioner	1 yr.	12/4/2023	12/2/2024	Kathy Madison
Tourism Commisioner	1 yr.	12/4/2023	12/2/2024	Kathy Madison
Ambulance Commissioner	1 yr.	12/4/2023	12/2/2024	Kathy Madison
Building Maintenance Commissioner	1 yr.	12/4/2023	12/2/2024	Ira Bristol
Street Lighting Commissioner	1 yr.	12/4/2023	12/2/2024	Ira Bristol
Building Inspector	1 yr.	12/4/2023	12/2/2024	Kevin Druschel
Code Enforcement Officer	1 yr.	12/4/2023	12/2/2024	Kevin Druschel
Zoning Enforcement Officer	1 yr.	12/4/2023	12/2/2024	Kevin Druschel
Docks & Moorings Enforcement Officer	1 yr.	12/4/2023	12/2/2024	Kevin Druschel
Flood Plain Coordinator	1 yr.	12/4/2023	12/2/2024	Kevin Druschel
Fair Housing Officer	1 yr.	12/4/2023	12/2/2024	Kevin Druschel
Sign Content Coordinator	1 yr.	12/4/2023	12/2/2024	Kevin Druschel
Environmental Certification Officer	1yr.	12/4/2023	12/2/2024	Kevin Druschel
Fire Marshall	1 yr.	12/4/2023	12/2/2024	Kevin Druschel
Village Clerk Treasurer	2 yrs	12/4/2023	12/1/2025	Tracy B Durham
Chief Fiscal Officer	2 yrs	12/4/2023	12/1/2025	Tracy B Durham
Deputy Clerk Treasurer	1 yr.	12/4/2023	12/2/2024	Melanie DeBadts
Village Attorney	1 yr.	12/4/2023	12/2/2024	Matthew St Martin

Village Assessor	1 yr.	12/4/2023	12/2/2024	Town of Sodus
Village Auditor	1 yr.	12/4/2023	12/2/2024	Mengel, Metzger Barr & Co
Village Bank	1 yr.	12/4/2023	12/2/2024	Lyons National Bank
Official Newspaper	1 yr.	12/4/2023	12/2/2024	Times of Wayne County
Health Officer	4 yrs.	12/6/2021	12/1/2025	Village Board
Historian	5 yrs.	12/2/2019	12/2/2024	Harold Cheetham
Dog Enforcement Officer	1 yr.	12/4/2023	12/2/2024	Town of Sodus
Parking Enforcement Officer	1yr.	12/4/2023	12/2/2024	Gary Grey
Planning Board Chairman	1 yr.	12/4/2023	12/2/2024	Bruce Evener
Planning Board Member	5 yrs.	12/2/2019	12/2/2024	Bruce Evener
Planning Board Member	5 yrs.	12/4/2023	12/4/2028	Janine Fogarty
Planning Board Member	5 yrs.	12/6/2021	12/7/2026	William Kedley
Planning Board Member	5 yrs.	12/6/2021	12/7/2026	William McKee
Planning Board Member	5 yrs.	12/7/2020	12/1/2025	Kathy Beretta
Planning Board Ad-hoc Member	1 yr	12/4/2023	12/2/2024	open
Planning Board Ad-hoc Member	1 yr	12/4/2023	12/2/2024	Open
Planning Board Clerk	1 yr.	12/4/2023	12/2/2024	Linda Youngman
Zoning Board of Appeals Chairman	1 yr.	12/4/2023	12/2/2024	Tom Johns
Zoning Board of Appeals Member	5 yrs.	12/7/2020	12/1/2025	Tom Johns
Zoning Board of Appeals Member	5 yrs.	12/2/2019	12/2/2024	Mark Ketcham
Zoning Board of Appeals Member	5 yrs.	12/4/2023	12/4/2028	Lynn Carlisle
Zoning Board of Appeals Member	5 yrs.	12/5/2022	12/6/2027	Steve Nesspor
Zoning Board of Appeals Member	5 yrs.	12/6/2021	12/7/2026	Sue Bassage
Zoning Board of Appeals Ad-hoc Mbr.	1 yr.	12/4/2023	12/2/2024	open
Zoning Board of Appeals Ad-hoc Mbr.	1 yr.	12/4/2023	12/2/2024	open
Zoning Board of Appeals Clerk	1 yr.	12/4/2023	12/2/2024	Linda Youngman

MOTION by Trustee Verbridge and seconded by Trustee Madison to approve the following Emergency Command Structure was established, 1st Mayor McDowell, 2nd Deputy Mayor Kallusch. In the event both the mayor and deputy mayor are unavailable it would then fall to the trustee with seniority.

Motion carried all voting aye.

MOTION by Trustee Verbridge, seconded by Trustee Bristol that the regular meetings of the Sodus Point Village Board of Trustees will be held the third (3rd) Thursday of each month at **6:30 PM** in the Village Hall. The Clerk at the direction of the Mayor may prepare the agenda. The Mayor or any Trustee may have an item placed on the agenda. The tentative agenda will be provided to the Board members the Friday before the Board meeting. All agenda materials are due to the Mayor/Clerk by Friday at noon.

Minutes:

The Clerk shall take Minutes. Minutes shall consist of a record or summary of all motions,

proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided by the NYS Freedom of Information Law. Minutes shall also include the following:

- Name of the Board
- Date, place, time of meeting
- Notation of presence or absence of board members and time of arrival or departure if different from time of call to order and adjournment
- Name and title of other village officials and employees present as well as attendees
- Record of communications presented to the Board
- Record of reports made by Board or other village personnel
- Time of adjournment
- Minutes shall not include summary of discussion leading to action or include verbatim, Comments. Minutes shall be accepted at the next meeting.

Motion carried all voting aye.

MOTION by Trustee Madison, seconded by Trustee Kallusch that the next Village Organizational Meeting will be held on Tuesday, December 3, 2024 at 6:30pm to avoid conflict with the Planning meeting. Motion carried, all voting aye.

MOTION by Trustee Verbridge, seconded by Trustee Bristol, that the meetings of the Village of Sodus Point Planning Board will be held on the first (1st) and third (3rd) Monday of each month at 7:00 PM in the Village Hall.

Motion carried all voting aye.

MOTION by Trustee Bristol, seconded by Trustee Kallusch, that the meetings of the Village of Sodus Point Zoning Board will be held on the second (2nd) and forth (4th) Monday of each month at 7:00 PM in the Village Hall.

Motion carried all voting aye.

MOTION by Trustee Verbridge, seconded by Trustee Kallusch granting approval for the Mayor to authorize Village employees to attend dinners and meetings, seminars, conferences and training in connection with Village business, all reasonable expenses to be paid by the Village.

Motion carried all voting aye.

MOTION by Trustee Verbridge, seconded by Trustee Madison the following resolution was adopted

WHEREAS the board of trustees has determined to pay mileage reimbursement to officers or employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village.

NOW THEREFORE BE IT RESOLVED

1. That the board of trustees will approve reimbursement to such employees at the federal rate per mile.
2. That this resolution is effective immediately.

MOTION by Trustee Bristol, seconded by Trustee Kallusch, approving the two(2) floating holidays for full time Village employees this year be individually chosen by each employee. The floating holidays will be set by January 1, 2024.

Motion carried all voting aye.

MOTION by Trustee Bristol seconded by Trustee Kallusch to authorize the Clerk-Treasurer to pay prior to board/audit meeting the following (but not limited to) in order to prevent assessment of late fees or additional charges such as freight.

- Debt service
- Deposits for schools and conferences
- Utilities bills
- Medical/dental insurance
- Paychex, Inc.

Motion carried all voting aye.

MOTION by Trustee Verbridge, seconded by Trustee Bristol authorizing the Mayor and Village Clerk Treasurer to apply for the following:

- State Aid
- Consolidated Highway Aid (CHIPS)
- Any other grant monies that should become available at no cost to the Village of Sodus Point.

MOTION by Trustee Kallusch, seconded by Trustee Madison the following resolution was adopted

2023-12b

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are now required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village involved in the procurement process, now therefore be it

RESOLVED, that the Village of Sodus Point does hereby adopt the procurement policy which was updated in January 2016 and is intended to apply to all goods and services which are not required by law to be publicly bid.

MOTION by Trustee Verbridge, seconded by Trustee Bristol the following resolution was adopted

2023-12c

WHEREAS, Section 452 of the General Municipal Law and Section 11-1118 of Village Law requires Villages to relevy unpaid water and sewer rents plus penalties to the annual tax levy

SO BE IT RESOLVED, that the Village of Sodus Point Mayor and Board of Trustees authorize the Village Clerk Treasurer to relevy unpaid water and sewer rent accounts plus accrued penalty on the 2023-2024 year Village taxes due June 2024 pursuant to New York State Village Law section 11-1118 and New York State General Municipal Law section 452

MOTION by Trustee Verbridge, seconded by Trustee Bristol, the following resolution was adopted

2023-12d

SO BE IT RESOLVED, that the Village of Sodus Point Mayor and Board of Trustees request the collection of delinquent Village Taxes for the 2024-2025 year due June 2024 by the County of Wayne pursuant to Wayne County Local Law #4-1978 and section 1442 of the Real Property Tax Law; and be it further,

RESOLVED, that the Village Clerk/Treasurer is hereby authorized and directed to send a certified copy of the resolution together with the account and certification described in Subdivision 3, Section 1436, of the Real Property Tax Law to the Wayne County Treasurer in accordance with the provisions of Section 2 of Wayne County Law 4-1978.

MOTION by Trustee Verbridge, seconded by Trustee Bristol, the following resolution was adopted
2023-12e

WHEREAS the Board of Trustees has reviewed all current policies of the Village of Sodus Point;

NOW THEREFORE, BE IT RESOLVED that all policies will remain in effect for the year and will be reviewed and modified as needed;

This **RESOLUTION** shall take effect immediately;

MOTION by Trustee Verbridge and seconded by Trustee Kallusch
2023-12f

RESOLUTION REGARDING THE FILLING OF VACANCIES AND TRAINING OF MEMBERS OF THE ZONING BOARD OF APPEALS AND PLANNING BOARDS

WHEREAS, the Village of Sodus Point previously established a Zoning Board of Appeals under Chapter 190 of the Sodus Point Village Code; and

WHEREAS, the Village of Sodus Point previously established a Planning Board under Chapter 35 of the Sodus Point Village Code; and

WHEREAS, the Village wants to attract and retain members of the Planning Board and Zoning Board of Appeals and to have those members adequately trained so as to provide the best possible service to Village residents and applicants before the Zoning and Planning Boards; and

WHEREAS, pursuant to Village Law section 7-712 (7)(a) as it pertains to Zoning Boards and pursuant to Village Law section 7-718 (7)(a) as it pertains to Planning Boards, the Village Board will require proof of required training to be submitted to the Village Board on an annual basis.

NOW THEREFORE BE IT RESOLVED by the Village Board of the Village of Sodus Point as follows:

1. When terms are ending or vacancies arise on either the Planning Board or Zoning Board of Appeals, the Village Clerk shall advertise any open positions and the rate of compensation in the following media, to wit:
 - a. The Shoreline
 - b. Village of Sodus Point website
 - c. Posting at the Village Hall
 - d. Official Village newspaper
 - e. Village of Sodus Point Facebook page
2. Any newly appointed members of the Planning Board or Zoning Board shall complete a minimum of four hours by New York Department of State (DOS) sponsored training or Genesee Finger Lakes Regional Planning Council on behalf of DOS within 90 days of appointment to enable such members to more effectively carry out their duties. Proof of training shall be submitted to the Village Clerk.
3. All members of the Planning and Zoning Boards shall thereafter, complete a minimum of four hours by NY Department of State sponsored training or Genesee Finger Lakes Regional Planning Council on behalf of DOS annually and submit proof of same to the Village Board for filing by the Village

Clerk which certificates will be available for inspection at the Village Hall during regular business hours.

4. All required training may be done either online or in person.
5. Members of the Planning and Zoning Board will not be compensated until after proof of training has been submitted to the Village Clerk.
6. Planning Board training shall comply with Village Law section 7-718 (7)(a) and Zoning Board training shall comply with Village Law section 7-712 (7)(a).

Resolution adopted all voting aye.

MOTION by Trustee Verbridge and seconded by Trustee Kallusch to adjourn the meeting at 6:53PM
Motion carried all voting aye.

Tracy B. Durham, Clerk/Treasurer